

FINANCIAL ADMINISTRATION

30 May 1975

OFFICE OF FINANCE NOTICE NO. 11-75

SUBJECT: General -Funds Obligations and Property Requisitioning
Authorization Encumbrances

Specific -Deadline for Submitting Funds Obligations and
Property Encumbrances as of 30 June 1975 and
Certification of FY 1975 Obligations

1. PURPOSE

The obligations recorded in the Agency's accounts as of 30 June 1975 will be utilized for subsequent budget presentations. It is essential, therefore, that special measures be undertaken by allottees to establish an accurate record of obligations as at that date for Fiscal Years 1973, 1974 and 1975.

2. SUPPLEMENTAL REPORT

Supplemental reporting of Fiscal Year 1975 expenditure, obligation and encumbrance data will be made as of the close of business 11 June 1975 to support the Comptroller's mid-June review of the overall status of Agency funds for FY 1975. The detailed instructions for component inputs for that purpose are provided in the Memorandum for each of the Directorates from the Comptroller dated 28 May 1975, a copy of which is being made available to each component. It is important that all offices assure that the obligation abstracts and Encumbrance Reports as of 11 June be physically in the possession of Accounts and Analysis Division by 5 o'clock on 11 June 1975 so that Obligation Status Reports can be prepared by 17 June and selected trend reports by 19 June.

3. PROCEDURES

a. Appropriate action should be taken by affected allottees to obtain complete and accurate figures with respect to obligations and property requisitioning authorization encumbrances incurred at field stations prior to 30 June for inclusion in the Schedules of Property Encumbrances and Obligation Abstracts submitted to the Accounts and Analysis Division.

b. In order to allow allottees maximum time for reviewing and reporting obligations and property encumbrances incurred on or before 30 June 1975, the Accounts and Analysis Division will process obligations and property encumbrances for recording as of 30 June 1975 through 7 July 1975 or until all such data has been reported, whichever is earlier. Normal cut off time will be observed for all other transactions requiring accounting entries.

c. As required by Section 1311(b) of the Supplemental Appropriation Act, 1955, as amended (31 USC 200), the Director reports to the Office of Management and Budget in the budget submission of each year that all statements of obligations furnished therein consist of valid obligations as defined in Section 1311(a) of that Act. To support this report, each Operating Official or Head of Independent Office to whom a FY 1975 allotment or suballotment was made is requested to provide the following certification, which should be routed through the Directorate Planning Officer, to Accounts and Analysis Division, Office of Finance, Room 513 Key Building by 7 July 1975. (In the case of suballotments for Directorate level office and staff activities, the certification will be executed by the official(s) to whom each such suballotment is made.) Responsibility for this certification may not be redelegated by the Agency official to whom the allotment or suballotment was made.

"This is to certify that all obligations reported to the Office of Finance during Fiscal Year 1975 which remained unliquidated as of 30 June 1975 were valid and properly documented in accordance with [] para. 20a(1)."

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Signature

Title

Date

[]

Thomas B. Yale
Director of Finance

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